

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE <b>S</b>		PAGE OF PAGES <b>1   17</b>	
2. AMENDMENT/MODIFICATION NO. <b>U0001</b>		3. EFFECTIVE DATE <b>06-Sep-2011</b>		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY USA MED RESEARCH ACQ ACTIVITY 820 CHANDLER ST FORT DETRICK MD 21702-5014		CODE <b>W81XWH</b>		7. ADMINISTERED BY (If other than item 6) US ARMY MEDICAL RESEARCH ACQUISITION ACT ATTN: ROBERT DOAN ROBERT.DOAN@AMEDD.ARMY.MIL 820 CHANDLER STREET FORT DETRCK MD 21702		CODE <b>W81XWH</b>	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. <b>W81XWH-11-R-0371</b>	
				X		9B. DATED (SEE ITEM 11) <b>23-Aug-2011</b>	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  A. The purpose of this amendment is to respond to questions concerning this solicitation.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR  _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

## SUMMARY OF CHANGES

## SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:  
RESPONSE TO QUESTIONS

## 11-R-0371 TATRC Technical Services Solicitation - Resopnse to Questions

## Solicitation W81XWH-11-R-0371 Comments/Questions

No.	Reference	Comment / Question
1		Who is the incumbent Contractor, what is the contract #: Answer: <a href="#">MacAuley-Brown, Inc. #W81XWH-08-D-0014-0027. The incumbent is a large business concern and is NOT eligible to re-compete for this requirement.</a>
2		Is this a new procurement? Answer: <a href="#">Yes, this is a follow-on to an existing contract for support services. See item 1 answer.</a>
3		Who is the incumbent contractor? Answer: <a href="#">See item #1</a>
4	Page 61. paragraph A, Submission of Proposals	Is the proposal due on September 9 and September 14, 2011? Answer: <a href="#">No, the RFP closing date is 14 September 2011.</a>
5	Page 60-61, paragraph A. Submission of Proposals	Subparagraph 2 is showing Ms. Laura Charles as the Contracting Officer with an email address for Pamela Nevels; please clarify. Answer: <a href="#">The Contracting Officer is Ms. Pamela Nevels.</a>
6	Page 21, Paragraph 1.6, Period of Performance	2 <sup>nd</sup> sentence states "The award date is anticipated to begin 26 September 2011. The period of performance for contract award is 1 April 2011 to 30 September 2011." Please clarify. Answer: <a href="#">The above sentence reads "for current award". The current award listed above is on an extension which expires on 30 September 2011.</a>
7	Page 15, Paragraph 1.1.3	<p>1<sup>st</sup> sentence states "The contractor shall provide Software Engineering Services to TATRC in continued support and daily operation and maintenance".</p> <p>a. Is the daily operation of data center (both batch and online applications) within the scope of this contract? Answer: <a href="#">No, only the tasks associated within the PWS are within scope.</a></p> <p>b. For software changes required for maintenance is the contractor required to provide analysis support (defect analysis, solution identification, details of design/code changes etc)? Answer: <a href="#">Yes, changes need to be documented as well as version controls and major changes presented to the Change Control Board (CCB).</a></p> <p>c. Is the contractor required to perform testing and implementation of new/upgraded codes required for system maintenance? Answer: <a href="#">Yes, All codes must be validated before installing them in the production system.</a></p> <p>d. Is the contractor required to provide 24x7 on call/on-site support to production? Answer: <a href="#">No, the hours for performance are 8:00 a.m. to 5:00 p.m. Monday- Friday.</a></p> <p>e. Is Software Enhancement needed for Daily Operation within the scope of this contract? Answer: <a href="#">Yes, all tasks associated with this solicitation are</a></p>

No.	Reference	Comment / Question
		<a href="#">within scope.</a>
8	Page 15, Paragraph 1.2, Specified Tasks	Statement “The contractor shall provide a variety of Software Engineering Support including but not limited to Database Management and Application Development Sustainment and Information Technology Support”. a. Is it correct to assume that the product used for database management is ORACLE? Answer: <a href="#">Yes</a> b. The skill sets for Technical Lead does not include ORACLE? Is he/she required to have knowledge only of SQL SERVER and not ORACLE database? Answer: <a href="#">A high level knowledge of database structure, along with ORACLE, is required.</a>
9		The PWS makes reference to key personnel. Which positions are key? Answer: <a href="#">See updated key personnel clause and the addition to clauses 52.212-1 and 52.212-2. Senior Software Technical Architect and Database Systems Administrator are the two key positions. Resumes are required.</a>
10		The PWS describes multiple positions, but the level of effort chart only indicates 2 FTE’s. Does the government plan to add additional positions during the base year? If so, when? Are all staff required to be US citizens? Answer: <a href="#">No additional positions are anticipated. Yes, U.S. citizenship required.</a>
11	Page 62, Proposal Formatting, #3 Page Limitations	Instructions state that the technical proposal shall not exceed 50 pages including resumes and require plans, but on page 63 it states at the end of each require plan write up that the require plans is not included in the 50 page count. Answer: <a href="#">What this means is that the 50 pages need not include resumes and draft plans. 50 pages of technical verbiage are accepted. Any additional pages will not be considered.</a>
12		Is there an incumbent? Answer: <a href="#">Yes, see item #1</a>
13		How much was the current contract amount? Answer: <a href="#">The total contract amount including one option year is \$2,214,288.32</a>
14		When is the expected award date? Answer: <a href="#">26 September 2011</a>
15		Is it necessary to have Contractor facilities that shall be designated as classified document storage areas for the acceptance, safekeeping, and transfer of material to the SECRET security level, if the contractor personnel will be working on site? Answer: <a href="#">Yes</a>
16		What are the immediate pains of the client? Answer: <a href="#">The government requirements are indicated in the solicitation</a>
17		Could you explain the security clearances to the ADP II/IT II security level? Answer: <a href="#">Investigative levels are stated in Army Regulation 25-2 and defined in Department of Defense 5200.2-R</a>
18	Page. 27, paragraph 4.2	Can the gov’t clarify their intent for the 2 FTEs supporting this initial task must have security clearances to the ADP II/IT II level? And, is there a NACI or NACLIC requirement? Answer: <a href="#">These tasks require limited privileged access. Investigative levels for users with limited privileged access (ADP/IT-II) to Information Systems. ADP/IT-II contractor positions require NACLIC. This also required for Administrator or maintenance of Information Assurance-enabled products</a>
19	Page. 29, paragraph 5.1.1	The education requirement for the Technical Lead – Senior Software Technical Architect Support indicates a minimum of a Master’s Degree. Can this be modified to a Master’s degree or a Bachelor’s Degree? Or can years of experience in lieu of a Master’s degree or two Bachelor’s degrees replace the current education requirement? Answer: <a href="#">The minimum requirement is a</a>

No.	Reference	Comment / Question
		<a href="#">Bachelor's Degree in computer science or a related discipline.</a>
20	Page. 62, paragraph 3	<p>Page Limitations, indicates resumes, OCI, QCP, and Recruitment/Retention plans can be tabbed separately and will not count against the page count. However, on the same page under Volume I – Technical Proposal, it indicates the resumes and plans are included within the 50 pages. The following page also says the plans do not count against the page count. Can the gov't clarify which instructions should be followed and if these items can be placed in an appendix and not be counted against the page count?</p> <p>Answer: <a href="#">Resumes and plans are NOT included in the page count. Yes, these items can be placed in an appendix.</a></p>
21	Page. 63, paragraph (c)	<p>Corporate Experience indicates offeror should provide evidence of scientific/technical support and Project Mgmt, Financial, Human Resources, etc.? Can explanation be provided? There is nothing in the PWS that discusses tasks related to these areas of support. Answer: <a href="#">Corporate experience should demonstrate that the organization can prove they have furnished similar services in the past</a></p>
22	Page. 64, paragraph (b)	<p>Small Business Participation – since this is already a SDVOSB set-aside, is a Small Business Participation Plan required? Also it states “all offerors, both small and LARGE” – are large businesses allowed to bid this effort?</p> <p>Answer: <a href="#">Yes, a Small Business Participation Plan is required. No large business will be allowed to compete for this requirement.</a></p>
23	Page. 68	<p>Evaluation Approach Factors, Personnel Qualification and Corporate Experience both have wording that indicates “General Support Services” and “relevant experience in general and research operations”. These factors seem to be more related to the recent solicitation W81XWH-11-R-0354, which was for TATRC General Support Services. Is this the criteria to be used for the TATRC Technical Support Services or was this an error? Answer: <a href="#">This requirement is for Software Engineering Support Services</a></p>
24	PWS and Attachment 4	<p>There is an apparent inconsistency between the level of effort in the PWS and the pricing template.</p> <p>Question: Will the Government please clarify whether the initial requirement will be for 2 FTE's or at the level identified in the pricing attachment?</p> <p>Answer: <a href="#">The requirement is for 2 full time employees only.</a></p>
25	Section L.A.2	<p>The instructions indicate proposals are due no later than 09 September, while the due date on the SF 1449 is 14 September.</p> <p>Question: Please confirm proposals are due 14 September at 1500 EST.</p> <p>Answer: <a href="#">The closing date is 14 September 2011, 3PM EST.</a></p>
26	Section L.C.1 (b)	<p>Question: Please confirm that Resumes, Letters of Commitment and Contingent Offers may be included as attachments that are not subject to page limitations. Answer: <a href="#">The above statement is correct.</a></p>
27	Section L.C.1 (c)	<p>In demonstrating Corporate Experience, Offerors must provide evidence of hiring and managing personnel in the disciplines of “Administrative, Financial, Human Resource and Logistics Technical / Software Engineering Support Services”.</p> <p>Question: Will the Government please consider revising this requirement to remove “Administrative, Financial, Human Resource and Logistics” so the requirement just reads “Technical / Software Engineering Support Services”? Answer: <a href="#">This revision will be incorporate in the amended solicitation.</a></p>
28	Section L.C.3	<p>The pricing instructions indicate “pricing shall be provided for individual</p>

No.	Reference	Comment / Question
		<p>labor categories and incorporated into Table 15.2.</p> <p>Question A: Will the Government please clarify where Offerors can locate Table 15.2? Answer A: <a href="#">This table can be found in the Federal Acquisitions Regulations.</a></p> <p>Question B: Or, is Table 15.2 the “Attachment 4” pricing template provided to Offerors as part of the solicitation? Answer: <a href="#">No, this table is not included in the attachments.</a></p>
29	Section M: Personnel Qualifications	<p>According to Section M, Offerors will be scored on “Competency and likely effectiveness of the offeror’s personnel as determined by education and relevant experience, including relevant experience in general and research operations, regulated studies procedures, product development experience, and publication record.” This seems to indicate the Government is requesting specific education / experience in the form of resumes for all proposed staff.</p> <p>Question A: Will the Government please confirm this is in reference to the qualifications of proposed Key Personnel only? Answer A; <a href="#">Yes, a minimum Bachelors Degree in computer science or a related field is required only for key personnel.</a> Question B: Is the response to Question A is no, is it the Government’s intent to receive a resume for each staff position? Answer B: <a href="#">Not applicable since the answer to question A is yes.</a></p>
30	Section M: Corporate Experience	<p>In demonstrating Corporate Experience, Offerors must provide evidence of hiring and managing personnel in the disciplines of “Administrative, Financial, Human Resource and Logistics Technical / Software Engineering Support Services”.</p> <p>Question: Will the Government please consider revising this requirement to remove “Administrative, Financial, Human Resource and Logistics” so the requirement just reads “Technical / Software Engineering Support Services”? Answer: <a href="#">This revision will be incorporate in the amended solicitation.</a></p>

## SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been modified:

### **KEY PERSONNEL (MAR 1999) (USAMRAA)**

The Contractor agrees to utilize the following Key Personnel on this contract:

One (1) Senior Software Technical Architect  
 One (1) Database Systems Administrator

- a. The Contractor shall identify the key personnel based upon their business model to meet the requirements.
- b. The above Key Personnel shall be utilized as necessary to fulfill the requirements of this contract.
- c. The offerer must provide thorough and detailed documentation of the experience, abilities, and background for Key Personnel under this contract in the form of resumes or equivalent statements of qualifications. Such documentation should include but not be limited to: name, curriculum vitae, type and description of experience.

d. The contractor agrees that during the contract performance period substitution for Key Personnel shall not be permitted unless such substitution is necessitated by sudden illness, death, or termination of employment. In any of these events, the contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (e) below.

e. All requests for substitutions must provide a detailed explanation of the circumstances necessitating the proposed substitution(s), a complete resume for the proposed substitute(s), and any other information requested by the Contracting Officer needed to approve or disapprove the proposed substitution(s). All proposed substitutes shall have qualifications that are equal to or higher than the qualifications of the person to be replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of his approval or disapproval thereof.

f. If any of the listed Key Personnel are subcontractor personnel, the contractor shall include the substance of this clause in any subcontract which he awards under this contract.

## SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

### 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (JUN 2008)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

(1) The solicitation number;

(2) The time specified in the solicitation for receipt of offers;

(3) The name, address, and telephone number of the offeror;

(4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;

(5) Terms of any express warranty;

(6) Price and any discount terms;

(7) "Remit to" address, if different than mailing address;

(8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(b) for those representations and certifications that the offeror shall complete electronically);

(9) Acknowledgment of Solicitation Amendments;

(10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

(11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers:

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

(i) ASSIST (<http://assist.daps.dla.mil>).

(ii) Quick Search (<http://assist.daps.dla.mil/quicksearch>).

(iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by--

(i) Using the ASSIST Shopping Wizard (<http://assist.daps.dla.mil/wizard>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation



“DUNS” or “DUNS +4” followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://fedgov.dnb.com/webform>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

## **A. SUBMISSION OF PROPOSALS**

Introduction and Purpose - This section specifies the format and content that offerors shall use in responding to this Request for Proposal (RFP). The intent is not to restrict the offerors in the manner in which they will perform their work, but rather to ensure a certain degree of uniformity in the format of the responses for evaluation purposes. Offerors shall submit a proposal that is legible and comprehensive enough to provide the basis for a sound evaluation by the Government. Information provided should be precise, factual, and complete. Legibility, clarity, completeness, and responsiveness are of the utmost importance. Any proposal which does not provide, as a minimum, that which is required in this solicitation may be determined to be substantially incomplete and not warrant any further consideration.

The Government intends to evaluate proposals and award without discussions with contractors. Therefore, the contractor's initial proposal should contain the contractor's best terms from a cost or price and technical standpoint. However, the Government reserves the right to conduct discussions in the Contracting Officer (KO) determined that it is deemed necessary later. The Government may reject any or all proposals if such action is in the Government best interest; accept other than the lowest proposal; and waive informalities and minor irregularities in proposals received.

**SUBMISSION OF PROPOSALS:** Proposals shall be submitted and received in three (3) Volumes and no later than 14 **September 2011 by 3:00 PM EST.**

Volume 1 – TECHNICAL PROPOSAL

Volume 2 - PAST PERFORMANCE/PERFORMANCE RISK

Volume 3 – PRICE PROPOSAL

1. Each volume shall be separate and complete, so that the evaluation of each one may be accomplished independently and concurrently with, evaluation of the others. Each Volume shall be placed on a separate CD.

Proposals shall be submitted to the following address:

Director  
U.S. Army Medical Research Acquisition Activity (USAMRAA)  
ATTN: MCMR-AAA-T/W81XWH-11-R-0371  
820 Chandler Street  
Fort Detrick, MD 21702-5014

2. All questions in reference to this solicitation shall be submitted in writing via email no later than **Date 31 August 2011 by 3:00 PM EST and closing date for receipt of proposal is 14 September 2011**. Questions are to be submitted to both Mr. Robert Doan, Contract Specialist at [robert.doan@amedd.army.mil](mailto:robert.doan@amedd.army.mil) and Ms. Pamela E. Nevels, Contracting Officer at [pamela.nevels@us.army.mil](mailto:pamela.nevels@us.army.mil), to include the follow subject line: the solicitation number: W81XWH-11-R-0371 and project title, company name, and point of contact information. Questions will not be addressed by telephone. Responses to all questions will be provided by amendment to the solicitation. In the event that multiple questions address the same issue, the Government reserves the right to answer a representative question that best exemplifies the issue. No additional questions will be accepted after the stated date(s).
3. Offerors shall refer to FAR 52.212-1, Instructions to Offerors Provisions, for general instructions on: submission, modification, revision and withdrawal of proposals; late proposals and revisions; offer expiration date; restrictions on disclosure and use of data; and contract award. Contractors shall complete and submit proposals prior to the time specified in Block 8 of the standard form (SF) 1449 in order to be considered for award. Proposals shall be received before the closing date and time specified in the RFP or the proposal will be considered untimely and may be rejected.
4. Evaluation of Proposals: The Government will evaluate proposals in accordance with the evaluation criteria set forth in the RFP.
5. An offeror's proposal shall stipulate that it is predicated upon all the terms and conditions of this RFP.
6. It is understood that the offeror's proposal will become part of the official contract file.

## **B. PROPOSAL FORMATTING & PACKAGING GUIDELINES**

1. Format. The Government's preferred format is as follows: The submission should be clearly indexed and logically assembled. Each volume should be clearly identified and should begin at the top of a page. All pages of each volume should be appropriately numbered and identified by the complete company name, date and solicitation number in the header and/or footer. The proposal shall be clear and legible. Attachments shall conform to the following guidelines:

- **Type Font:** 12 point, 10 pitch (Times New Roman)
- **Spacing:** Single-spacing between lines of text; double-sided (duplex)
- **Margins:** 1.0 inches on all sides
- **Acronyms:** Spell out all acronyms the first time when they are used. One page following the proposal body is allocated to spell out acronyms, abbreviations and symbols.

- **Language:** English
- **Format:** Microsoft Office Applications (i.e. MS Word, Excel)
- **Graphics & Tables:** 8 point, 10 pitch (Arial).

In addition, each paragraph should be separated by at least one blank line. A standard, 12-point minimum font size applies. Times New Roman font is preferred. Tables and illustrations may use a reduced font size not less than 8-point and may be landscape.

2. File Packaging. None of the proposal files shall be compressed (zipped). Zipped files cannot be opened by the Contracting Office.

3. Page Limitations. Page limitations shall be treated as maximums. If exceeded, the excess pages will not be considered in the evaluation of the proposals and will be destroyed without review. Volume 1 shall be tabbed to separate major sections. Offerors may also tab the OCI Mitigation Plan and the draft QCP, and the draft Recruitment/Retention Plan. Tabs will not count against the indicated page limits and shall contain no other information besides tab title. Volume 2 shall be tabbed to separate major sections—e.g., Past Performance/Performance Risk. Offerors shall provide the number of hard and electronic file copies as follows:

CD	Contents	Title	Number of Hard/Electronic Copies
A	Volume 1	Technical Proposal (Technical Approach, Personnel Qualifications, Corporate Experience)	2/5
B	Volume 2	Past Performance/Performance Risk	2/5
C	Volume 3	Price Proposal	2/2

4. Electronic Copies. The electronic portion of the proposal shall be submitted on virus-free CD-ROMs

compatible with Microsoft Office 2003 applications. In addition, each CD-ROM shall be made "final." "Final" is a recording option that renders the CD totally used so no other data tracks can be added. Do not use compressed file formats. Use separate files to permit rapid location of all portions, including exhibits, annexes, and attachments, if any. A separate CD is required for each volume identified above. Documents such as previously printed materials, graphics or any other documents that cannot be submitted in electronic form are exempt, but if provided in hard copy, will be considered in the page count. A directory shall also be placed on the CD, if it contains more than one file.

## C. VOLUME CONTENT

### 1. Volume 1 - TECHNICAL PROPOSAL

The Technical Proposal is required to meet all requirements of the RFP, not just Evaluation Factors to be eligible for award. The Offeror shall submit a proposal comprehensive enough to provide the basis for a sound evaluation by the Government. The Technical Proposal shall not exceed 50 pages including resumes and required Plans. Pages exceeding the specific page limitation will be removed and not forwarded for evaluation. The Technical Proposal shall include a discussion of the Offeror's methodology to meet all the requirements of the contemplated award. The Technical discussion shall be specific, detailed, and complete enough to clearly and fully demonstrate that the Offeror understands the requirements and the inherent problems associated with the objectives of this procurement. Stating that the Offeror understands and will comply with the specifications, or paraphrasing the specifications is inadequate as are phrases such as, "Standard procedures will be employed" and "Well-known techniques will be used." The Technical Proposal shall be specific as to the Offeror proposes to comply with the PWS including a full explanation of the techniques and procedures the Offeror proposes to follow. Technical Proposals shall also include a proposed Draft Quality Control Plan (PWS 2.1) for the Government's consideration in development of the Government's Quality Assurance Surveillance Plan (QASP).

A QASP will specify the work requiring surveillance and the method of surveillance to determine that the services conform to the contract requirements. In addition, Technical Proposals shall include a draft Organizational Conflict of Interest Mitigation Plan (PWS 2.1.1.3).

(a) Technical Approach

The Offeror shall provide the following information, at a minimum:

(i) A proposed approach to meeting the requirements of the PWS for the Technical/Software Engineering Support Services contracts. The Offeror shall identify the personnel considered to be key personnel in meeting the requirements of the PWS. The Offeror shall identify the labor categories and corresponding effort that will be used in performing the work. The Offeror shall discuss the proposed labor categories in relation to experience, responsibilities and education in outlining its approach to meeting the PWS requirements. The Government's historical labor categories and effort have been provided only for offerors to ascertain the approximate or estimated level of effort for these requirements. However, this is not to be construed as either mandatory or necessarily the best technical approach. It is only in place as a reference to allow Offerors to better understand the general scope of this effort from the Government's perspective. The Government is seeking the best level of effort and labor mix the offeror feels is right to accomplish the mission contained in the PWS. If the offeror believes the labor categories/mix or overall level of effort provided are not its best technical solution, the offeror is strongly encouraged and expected to submit a level of effort consistent with its technical/cost approach.

(ii) A draft Quality Control Plan (QCP) for timely and successful performance of the requirements of the PWS. A final QCP will be provided 10 days after contract award. This draft plan is not included in the 50 page limit or the technical proposal.

(iii) A draft OCI Mitigation Plan to ensure proper execution of the requirements of the PWS. A final OCI Mitigation Plan will be provided 10 days after contract award. This draft plan is not included in the 50 page limit of the technical proposal.

(b) Personnel Qualifications

The Offeror shall provide the following information, at a minimum:

(i) Resumes of the Offerors proposed Key Personnel to include relevant education, training, and credentials. Key personnel must be current employees of the Offeror or have signed letters of commitment and contingent offers provided in the Offeror's proposal. Key Personnel are a Senior Software Technical Architect and a Database Systems Administrator.

(ii) A draft Recruitment/Retention Plan to demonstrate the offeror's ability to recruit and retain qualified and competent personnel with the qualifications and skills to successfully perform the requirements of the PWS. This includes any applicable licenses or regulatory certificates. The draft Recruitment/Retention Plan shall include methods to recruit and retain qualified U.S. applicants and resident/non-resident alien scientists. This draft plan is not included in the 50 page limit of the technical proposal.

(iii) Provide metrics in this section describing the number of contractor personnel hired within the past three (3) years whose expertise falls within the disciplines listed above, or the number of contractor personnel currently hired whose expertise falls within the disciplines listed in the PWS.

(c) Corporate Experience

The Offeror shall provide evidence of having experience providing research project management and scientific/technical support services in contracts of similar size and scope and in hiring and managing qualified Technical/Software Engineering Support Services in the following disciplines: Administrative, Financial, Human Resource and Logistics Technical/Software Engineering Support Services.

## 2. Volume 2 - PAST PERFORMANCE/PERFORMANCE RISK/SMALL BUSINESS PARTICIPATION

### (a) Past Performance/Performance Risk

The Offeror shall describe awards of a nature and complexity similar to this proposed service contract and provide references in which the Offeror is presently performing or has performed in the past (within last 3 years) for the same or similar services. The past performance can be Government and/or commercial in nature; however, specific support provided to Headquarters (HQ), USAMRMC, US Army Medical Command (USAMEDCOM), Department of Army (DA), Department of Defense (DoD), life sciences research, biomedical laboratories or other Government agencies shall be highlighted as well.

Each contract description should provide the following information: Project or contract title; award number, contracting agency, type of contract, and total dollar value; date of contract and period of performance; Government agency or firm for which the work has been performed, including address, points of contact (project manager and contracting officer, name, title, address and telephone number; brief description of the contract work, scope and responsibilities; the average number of personnel (key and other personnel) assigned to the respective contract(s). In addition, a brief description of how the cited work is the same or similar to the proposed effort being submitted.

The Past Performance Proposal may not exceed 10 pages inclusive of references.

Sample format for past performance information:

Contracting Organization:	
Contract Number:	
Contract Type:	
Period of Performance:	
Current Contract Value:	
Contact Person:	

DESCRIPTION OF WORK: (Provide a synopsis of work performed).

Past performance provided shall include both prime and subcontractor experience. Offerors shall describe problems encountered in the performance of similar services and describe how the problem(s) was/were resolved. **The Offeror shall have the referenced sources submit a Past Performance Questionnaire (Exhibit C) directly to the Contract Specialist, Mr. Robert Doan at [robert.doan@amedd.army.mil](mailto:robert.doan@amedd.army.mil) prior to the closing date of the solicitation.** Past performance information obtained by the Government from other sources may also be used for evaluation. The information gathered will be used to assess the relevancy of previous services performed and to determine the degree of performance risk involved in accepting each Offeror's proposal. In the event an established Offeror is simply without a record of past performance, the Offeror's lack of past performance will be evaluated as an unknown risk having no favorable or unfavorable impact on the evaluation.

### (b) Small Business Participation

All offerors, both small and large businesses, are required to submit Small Business Participation Plan information in the following format in accordance with DFARS 215.304 that shall include the following:

- (i) Type of Business of Prime Contractor: Check all applicable boxes
  - ☐ Large
  - ☐ Small (also check type of Small Business below)
  - ☐ Small NonDisadvantaged Business

- { } Small Disadvantaged Business
- { } Woman Owned Small Business
- { } HUB Zone Small Business
- { } Veteran Owned Small Business
- { } Service Disabled Veteran Owned Small Business
- { } Historically Black College and Universities/ Minority Institutions

(ii) Total Contract Value: (Include options, etc) \$\_\_\_\_\_

(iii) Dollar Value of your participation as a Prime Contractor: \$\_\_\_\_\_

(iv) Dollar Value and Percentage of Total Contract Value of Subcontracts Planned for:

	<u>Dollar Value</u>	<u>% of Total Contract Value</u>
Large	\$_____	%_____
Total Small	\$_____	%_____
Small NonDisadvantaged	\$_____	%_____
Small Disadvantaged	\$_____	%_____
Woman Owned Small	\$_____	%_____
HUB Zone Small	\$_____	%_____
Veteran Owned Small	\$_____	%_____
Service Disabled Veteran	\$_____	%_____
Owned Small		
HBCU/ Minority Institutions	\$_____	%_____

(v) Each participation percentage above shall be accompanied by detailed supporting documentation regarding the individual commitments. Detailed explanations shall also be provided when the percentages fall short of the DoD goals. **NOTE:** The sum of the dollar values and percentages of Small Non-Disadvantaged and Small Disadvantaged should equal the entries for Total Small. However, the sum of all the percentages under Paragraph (iv) need not equal 100% since the prime is not included and individual subcontractors may be counted towards more than one category. All percentages should use TOTAL CONTRACT VALUE as a baseline. Detailed explanations shall also be provided when the percentages fall short of the Small Business Goals listed below:

<b>Small Business Category</b>	<b>Goal</b>
Total Small	34.5%
Small Non-Disadvantaged	24.5%
Woman Owned Small	5%
Service Disabled Veteran Owned Small Business	5%

(vi) List principal supplies/services (be specific) to be subcontracted to:

Name of Company	Type of Service/Supply
-----------------	------------------------

Large:  
 Small:  
 Small NonDisadvantaged:  
 Small Disadvantaged:  
 Woman Owned  
 Small:  
 HUB Zone Small:  
 Veteran Owned Small Business:

Service Disabled Veteran Owned Small:  
HBCU/ Minority Institution:

**NOTE:** For purpose of subcontracting, Historically Black Colleges and Universities/Minority Institutions (HBCUs/MIs) are considered as disadvantaged and should be broken out separately.

(vii) Prior Performance Information: Provide any information substantiating the Offerors track record of utilizing small business on past contracts. For Large Business: include ACO rating and SF 295 Information. For Large and Small businesses: provide descriptive information for all small business categories. Any information concerning long-term relationships with Small Business subcontractors, such as mentor-protégé relationships, should be provided.

(viii) Extent of Commitment: Provide documentation regarding enforceable commitments to utilize any Small Business category, as defined in FAR Part 19, as subcontractors.

(ix) Each Large Business Offeror shall provide a Small Business Subcontracting Plan that contains all the elements required by FAR 52.2199. This plan shall be submitted separately from the Small Business Participation Plan information required above, which applies to both large and small businesses. The Small Business Subcontracting Plan is not a requirement for evaluation in source selection, but rather a requirement for award to a large business and will be incorporated into any resultant contract.

### 3. Volume 3 – PRICE PROPOSAL

Price Proposal shall consist of the following parts:

- Fully burdened hourly labor rates for all suggested labor categories and any additional proposed labor categories or levels (Completed Exhibit B). The proposal shall include the rate for all Contract Line Item Numbers (CLINS) stated in Section B.2, Price/Cost Schedule of the SF 1449 and Exhibit B, with exception of Travel, which has already been estimated by the Government.
- Pricing information relating to Contractor Manpower Reporting requirements.
- Representations and Certifications.
- Signed SF1449 and required acknowledged solicitation amendments.

Suggested descriptive labor category descriptions and historical labor categories are provided in the PWS. Pricing shall be provided for individual labor categories and incorporated into Table 15.2. The Government will evaluate offers for award purposes by comparing the fully burdened hourly labor rates proposed for the base year and all option years. Price may become the deciding factor if proposals are evaluated and determined to be technically equivalent.

Solicitation, Offer and Award - Each offeror shall complete (fill-in and signatures) Section A of the Standard Form (SF) 1449 *Solicitation, Offer and Award*, provided with the solicitation. An authorized official of the firm shall sign the SF 1449 and acknowledge receipt of all amendments issued. An Acrobat PDF file shall be created to capture the signatures for submission.

Offeror Representations and Certifications - The offeror shall complete the annual representations and certifications electronically through the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov>. In addition to submission to ORCA, the offeror shall provide completed FAR 52.212-3 provision, offeror Representations and Certifications – Commercial Items.

The business proposal should be specific and complete in every detail. The method of payment is to be Wide Area Workflow (WAWF).

(End of provision)

## SECTION M - EVALUATION FACTORS FOR AWARD

The following have been modified:

### 52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

#### **(b) BASIS FOR AWARD**

A single IDIQ will be established with the responsible offeror (s), whose proposal is determined to be the best value and most beneficial to the Government, cost/price and other factors considered. The Government may conduct a tradeoff process in order to determine which offeror(s) represents the best value to the Government.

#### **FACTORS TO BE EVALUATED**

The following factors shall be used to evaluate offers in descending order of precedence:

1. Technical Approach
2. Personnel Qualifications
3. Corporate Experience
4. Past Performance
5. Price

The evaluation factors are listed in descending order of importance. Technical Approach, Personnel Qualification, and Corporate Experiences, when combined, are equal and significantly more important than Past Performance. Past Performance is significantly more important than Price. Price is the least important factor. All evaluation factors, when combined are significantly more important than price. Price may become the deciding factor if proposals are evaluated and determined to be technically equivalent.

#### **EVALUATION APPROACH**

Factors will be evaluated as follows:

**Technical Approach:** Understanding the requirements as demonstrated by the adequacy of the offeror's approach to perform the PWS, the Draft Quality Control Plan (QCP), and Draft Organizational Conflict of Interest (OCI) Plan.

**Personnel Qualification:** Competency and likely effectiveness of the offeror's personnel as determined by education and relevant experience, including relevant experience in general and research operations, regulated studies procedures, product development experience, and publication record. Key personnel resumes (the Senior Software Technical Architect and a Database Systems Administrator) will be evaluated based on the relevance of the individual's education and experience relative to the PWS.



**Corporate Experience:** Extent and nature of experience of the offeror in providing General Support Services in contracts of similar size and scope, and in hiring and retaining personnel in similar disciplines.

**Past Performance:** The offeror will be evaluated on the degree of confidence the Government has in the offeror's ability to provide the requirements of the solicitation based on the offeror's demonstrated record of performance on recent relevant efforts. The SST shall assess the relevancy of the experience and if relevant, evaluate the offeror's past performance (how well the offeror performed on the referenced projects). If the offeror has no relevant past performance references, it will be evaluated as Neutral.

**Price or Cost:** The proposed price will be evaluated to determine if it is fair and reasonable. In addition, to determine reasonableness of the proposed price, a cost realism analysis may be performed. Price will be evaluated separately from the non-price factors.

Proposals which are unrealistic in terms of technical commitment or unrealistically low in price will be deemed to show an inherent lack of technical competence or failure to comprehend the complexity and risk of the contract requirements. This may be grounds for the rejection of the proposal. The Government may reject any proposal that is unreasonable or materially unbalanced as to prices for basic and option year quantities. An unbalanced proposal is one that incorporates prices significantly less than cost for some items and/or prices that are significantly overstated for other items.

c. **Options.** The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

d. A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

e. To receive consideration for award, a rating of no less than "Acceptable" must be achieved. The offerors are cautioned that the award may not necessarily be made to the lowest cost offered.

(End of provision)

(End of Summary of Changes)